



## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

### Operating Policy and Procedure

#### **HSCEP OP: 61.17, Donated Furnishings and Interior Finish Materials - Design and Code Review**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the review and design process for donated furnishings, floorcoverings, window treatments and wallcoverings. This HSCEP OP applies to all TTUHSC El Paso departments. Installations not complying with this HSCEP OP are subject to removal at the user's expense. This HSCEP OP is intended to ensure that projects comply with the TTUHSC El Paso Design and Construction Manuals & Guidelines, life safety codes, ADA/Accessibility requirements, building codes, and other administrative procedures as mandated by the State Legislature and the Board of Regents of Texas Tech. This HSCEP OP applies to all TTUHSC El Paso campus locations.

**REVIEW:** This HSCEP OP will be reviewed on September 1 of each odd-numbered year (ONY) by the Managing Director of Physical Plant and Support Services (MDPPSS) or designees, with recommendations for revisions submitted to the Chief Financial Officer (CFO) or designee by September 15.

#### **POLICY/PROCEDURE:**

TTUHSC El Paso Physical Plant/ Office of Planning, Design, and Construction (OPDC) consists of a staff of professionals experienced in the design and construction of health care facilities whose function is to assist the user with their interior design needs. These professionals are familiar with applicable codes and standards, as well as the various alternatives and options available for each project. The assigned Facilities Project Manager will assist the user in developing project cost and will evaluate the resulting infrastructure costs - life cycle, repair, replacement, and maintenance requirements, and will also evaluate the project regarding impact to adjacent users and facilities.

When a department anticipates that it will receive furnishings, draperies, carpet or other interior finish materials through a donation or some other direct means, it should at the earliest opportunity, submit to TTUHSC El Paso OPDC, information such as fabric samples and manufacturer's data giving information on flame spread, smoke contribution, fabric grade, fiber weight, pattern, color or other applicable information. For flammability standards, all upholstery will comply with California Bulletin #117, and wallcoverings and borders shall be Class A and pass ASTM-E84.

The assigned Facilities Project Manager will respond within 10 working days on the acceptability of the item. If the item is not acceptable, or if it presents a cleaning or maintenance problem for TTUHSC El Paso personnel, the Facilities Project Manager will assist the department in finding an acceptable alternative. Even though an item is fully or partially donated, it cannot be accepted if it does not meet applicable code requirements or Texas Tech standards, if it poses a threat to occupants of a building, or if it will be a potential liability to TTUHSC El Paso.

Because the Board of Regents has mandated that TTUHSC El Paso shall comply with applicable codes and the administration has approved certain design standards, it will be the responsibility of the department to fund the replacement of carpet, wallcoverings and borders, blinds and draperies that have not been submitted for proper review and do not comply with the applicable codes and the TTUHSC El Paso Design and Construction Standards and Guidelines. Furnishings that do not comply must be removed and disposed of according to TTUHSC El Paso policy.